Instructions for Uploading <u>SARSS Files</u> to the GSCC-Army Data Team

---

Quick Rules for Creating and Uploading files to the GCSS-Army Data Team

A. Data Pulls will be conducted 10 working days prior to the scheduled site visit.

B. Each unit is assigned five SARSS data pull dates which are aligned with each site visit.

C. The SARSS generated backup files (.CPIO file) are created within 24 hours of sending the file through AMRDEC safe file exchange. (Any file that is older than the allotted time period is subject for rejection and the PM will request a current backup.

---

1. Rename the SARSS generated backup files (the CPIO file) by placing the RIC underscore date underscore at the beginning of the system to create the file name.

    For example: A system created name for SARSS backup file "0504120857B.FILES.CPIO" would be renamed to be AXJ_4Oct12_0504120857B.FILES.CPIO

2. Compress the SARSS generated backup using the windows compression utility. For instructions on the utility go to: http://windows.microsoft.com/en-us/windows7/compress-and-uncompress-files-zip-files

    For example: The compressed file transmitted to the GCSS-Army data team would look like this example "AXJ_4Oct12_0504120857B.FILES.zip" (.zip added after the compression process).

3. The SARSS-1 Accountable Officer will receive a file named as follows; "RIC_FGx_Dxx_DDMMYY_STORAGE_BIN_TYPE" at the D-120 site visit.   The Accountable Officer updates this file and names the file to include your RIC and date in the file name as shown in the examples. This naming convention assists with keeping pace with the fielding plan and process. Please use this example for naming the file for upload to the ARMDEC Safe, "Your RIC_FGx_Dxx_DDMMYY_STORAGE_BIN_TYPE.csv". This file will be uploaded WITH the D-90 SARSS backup.***This only pertains to warehouses that carry ASL***

4.   The next step is to upload the CPIO file and the "Your RIC_FGx_Dxx_DDMMYY _STORAGE_BIN_TYPE.csv" to the AMRDEC Safe File Exchange. The files will be sent to the

GCSS-Army Data Team. To use the site, you must authenticate with a CAC or AKO login in. These instructions are for CAC use.

5. Open your web browser and navigate to: https://safe.amrdec.army.mil/SAFE/

6. Click on the "CAC Users - I Have a Common Access Card (CAC) and I want to use SAFE…"
Refer to Figure 1 below

(Figure 1)

7. Under "Personal Information", enter your name in the "Your Name" field.
8. Enter your AKO e-mail address and confirm.
9. In description of files(s) for each backup enter
    a. RIC
    b. Unit Name
10. Click on the "Browse…" button. Navigate to the location of the zip file you created, select it. Click "Open". Confirm that the selected file shows up in list of files as seen in Figure 2. Repeat this step and include the "Your RIC_CurrentDate _Storage_Bin_Type_DM.csv" file which is uploaded at D-90, D-60, and D-30 to the AMRDEC Safe.
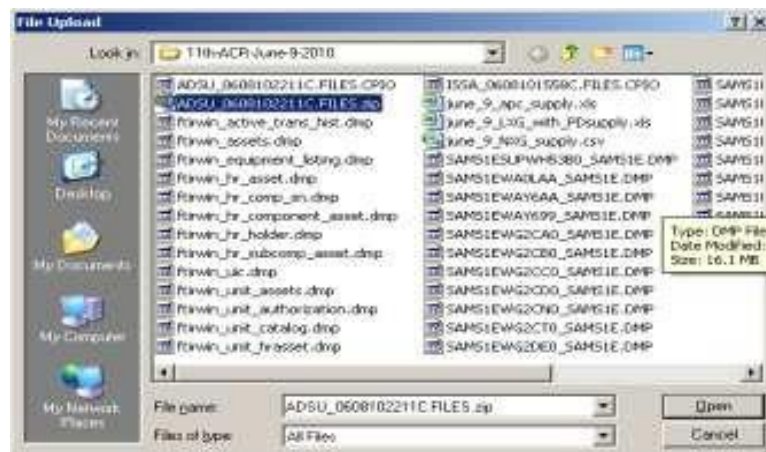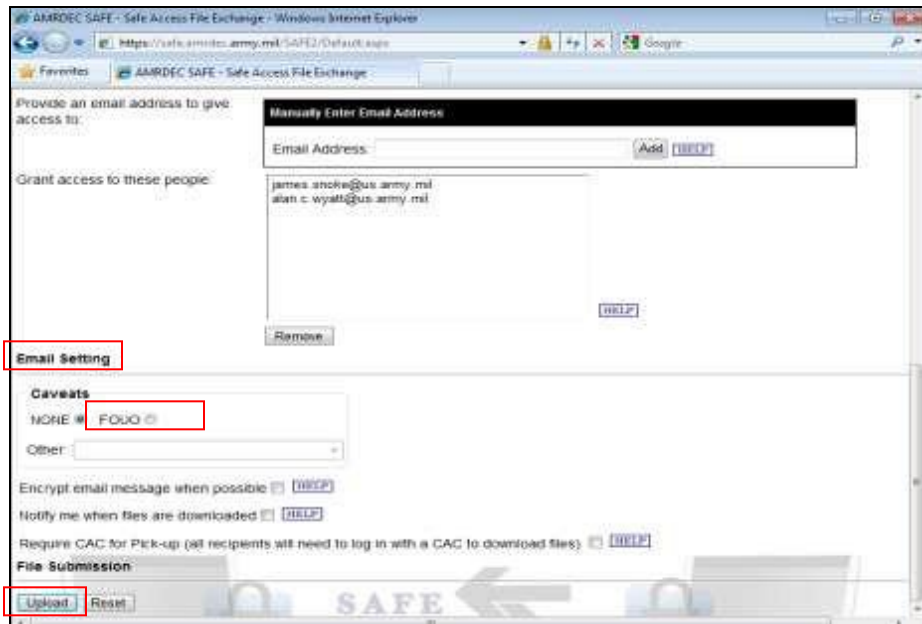

(Figure 2)

11. Under "Recipient Information", enter the AKO e-mail address of the first person to whom you want to make the backup available. Use the following addresses to submit your backups to the GCSS-Army Data Team through the TOC Inbox usarmy.lee.hqda-asa-alt.mbx.lee-gcss-toc-pmo@mail.mil@mail.mil and the following individuals in the Cc block of the email:

james.Snoke@us.army.mil
kelly.mulheren@us.army.mil
bruce.l.brown.ctr@mail.mil
peggy.l.green6.ctr@mail.mil
aaron.m.ozbat.ctr@mail.mil

12. Click the "Add" button and confirm that the e-mail address shows up in the list beside "Grant access to these people". Repeat this step for each recipient as in Figure 3.

(Figure 3)

13. Under "Email Setting", select the "FOUO" radio button.

14. Under "File Submission", click the "Upload" button. Acknowledge any messages.

15. At this point the system will send an e-mail message to each of the recipients you entered. The e-mail message will contain a link that the recipient uses to download the file. The message will also contain a single-use password that the recipient will enter to verify that he is a valid recipient see illustration below.

(Figure 4)

Note: Please notify Aaron Ozbat @ 804-734-5754 or Peggy Green @ 804-734-5753 for any suggestions and concerns relative to these procedures.